

Jurisdiction: Oneida County  
Jurisdictional Class: Competitive  
Adopted: 04/28/00  
Revised: 12/02/03

## **ASSISTANT YOUTH BUREAU DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves assisting in coordinating community programs involving youth welfare, protection, and development. The incumbent will maintain a close relationship with all such organizations and makes recommendations to the Director, concerning how they can most effectively contribute to the youth programs. Supervision may be exercised over the work of subordinate staff. Acts on behalf of the Director in his/her absence. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Acts as a liaison for the County to the city of Utica maintaining open lines of communication, especially in programs which are provided through the use of City facilities;

Coordinates the Dick Miller Basketball program during winter months;

Assists in interviewing, screening and selecting part-time employees hired for all recreation and education programs;

Oversees summer recreation programs at all parks, and pools, and schedules employees for work shifts;

Trains employees on safety and all aspects of work;

Monitors part-time staff and prepares employee evaluations and reports as needed;

Assists in disciplinary and other personnel matters for part-time staff;

Assists in providing leadership to advise, guide, and assist in existing youth social, welfare, and recreation programs;

Assists in evaluating research projects in the field of youth activities and makes recommendations to the Director;

Meets with private and other agencies to discuss policies and coordinating procedures regarding youth activities programs;

Assists in research, compiles data and prepares detailed reports regarding economic, psychological and sociological conditions as they relate to the activities of youth;

Assists in preparing news releases designed to inform the public of the Oneida County Youth Bureau.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of typical problems and needs of modern youth; good knowledge of social group work; good knowledge of economic, psychological and sociological problems related to juvenile delinquency; working knowledge of factors underlying juvenile delinquency and personal maladjustment; working knowledge of public relation techniques; good knowledge in supervising others; ability to analyze and organize data and prepare reports; ability to develop effective working relationships and deal diplomatically with the public; ability to express oneself clearly and concisely, both orally and in writing.

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**MINIMUM QUALIFICAITONS:** Either

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in social services, sociology, recreation, psychology, education, business or public administration or a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in social services, sociology, recreation, psychology, education, business or public administration or a closely related field **and** two (2) years experience in working with youth in a \*youth oriented program; **OR**
- (C) Graduation from High School or possession of a High School Equivalency **and** four (4) years experience as stated in (B) above.

**NOTE:** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirement.

**NOTE:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

\*Youth oriented program is defined to mean but not limited to programs such as Girl Scouts, Boy Scouts, YWCA, YMCA, Girls Clubs, Boys Clubs, 4-H Club, teaching, guidance counseling, etc.